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Approved For Release 2003/04/29 : CIA-RDP84-00780R000200120004-5

12 DEC 1962

MEMORANDUM FOR: Special Assistant to the DD/S

SUBJECT : Review of Courier Activities in the Office of
Personnel

1. In accordance with your verbal request, the members of the Office of Personnel who are assigned to courier duties have recorded the time spent performing those duties.

2. As you will notice, the file clerk assigned to part-time courier duties spends only 9 hours out of the normal 40 hour work week on courier duties.

3. The courier assigned to the Office of the Director of Personnel carries memoranda and documents within and to points outside of the Agency. The delivery and/or pickup of these materials is frequently of great urgency. Therefore, it is essential that a courier be immediately available for such duties. When the courier is not actually on a run, he is assigned clerical duties in support of the Office of the Director of Personnel.

4. The nature of the duties performed by the courier assigned to the Central Processing Branch requires that a person be familiar with the various activities of the Branch. Therefore, it is necessary that the same person be assigned these courier duties in order to preclude the possibility of security "flaps."

5. At the present moment we do not expect there to be any major changes in the runs of our three couriers when the pneumatic tube system is in operation because many of the materials carried, such as Official Personnel Folders, etc., cannot be handled by the tube system.



Chief, Administrative Staff
Office of Personnel

STATINTL

Attachments:

~~3 Samples of OP Courier Runs~~